

Risk Assessment for Coronavirus (Working Practices) May 2021 (updated 17/05/21)

Identified Hazards		Initial Risk Rating	Existing Control Measures (select/detail all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
School Name		Decide who may be harmed (insert ✓):					
Silverdale		Student	✓	Contractors	✓	Visitors	✓
Department / Location/Activity: (as applicable)		Staff	✓	Vulnerable People	✓	Volunteers	✓
Whole School							
Hygiene and cleaning – transmission of virus		H	All high contact surfaces (door handles, push plates, handrails etc) are cleaned regularly throughout the day.	✓	Continue to liaise with VFM to ensure this is being done and changed as and when required.	L	
			Cleaning of all used areas is performed between uses and at the end of each day/session	✓	Continue cleaning of classrooms daily, and core equipment between year group bubbles		
			Toilet checks are conducted throughout the day – cleanliness and soap provision	✓	VFM continue to check and monitor stock		
			Soap provided in all toilets	✓	As above		
			Information and guidance on hand washing posted in all student and staff toilets	✓			
			Information and guidance specifically related to coronavirus posted in all student and staff toilets	✓	Posted at key entry/exit and food servery points around school		
			Regular cleaning of toilets throughout each day and food preparation areas	✓	VFM continuing		
			Combined detergent and disinfectant solution or chlorine based cleaner used	✓			
			Additional hand washing and sanitisation facilities provided for school events – school events currently online	✓	No current school events		
			Staff and students and visitors sanitise or wash their hands upon entering and leaving the building, after each teaching session and after breaks and lunch (eating)	✓	Sanitiser stations at key entry/exit points and in classrooms		

		Students encouraged to wash their hands after using the toilet	✓	<p>Sanitisation station (desk) at entry to each classroom students to pump on way in to each lesson supervised by teacher and or if leave and return to lesson during the period</p> <p>HoD Practical subjects to monitor procedure/RA and communicate expectations with staff/students</p> <p>Teaching staff to obtain new stock via reception as and when needed</p> <p>Taylor Shaw in conjunction with School</p> <p>Wipes provided in shared work spaces and new stock obtained when needed via reception</p> <p>Don & Doff poster and video provided</p> <p>Posters displayed in all classrooms and office</p>	
		Hand sanitiser is provided at all key entry and exit points – fixed to wall or floor standing	✓		
		Hand sanitiser provided in every classroom and office areas – fixed to wall or floor standing	✓		
		Non-alcohol hand sanitiser to be provided in science, food tech and technology workshops.	✓		
		Bin liners to be used in all bins	✓		
		Procedure in place for teachers to clean equipment used in lessons (PE, Art, Music, Technology, Science, IT) between student groups, 'bubbles'. Gloves and spray or wipes provided.	✓		
		Each classroom supplied with blue roll and spray for option for pupils to wipe their own desks after use and/or on entry	✓		
		Dining room surfaces cleaned between use by different student groups, 'bubbles'.	✓		
		Workstations are not shared by staff wherever possible, or are sanitised between use if this is not possible.	✓		
		Where appropriate PPE is provided to staff – cleaners, catering staff, medical room staff, practical subjects standard use	✓		
		Staff are trained on how to safely put on and take off PPE	✓		
		COSHH assessments for sanitiser and cleaning products are all up to date	✓		
		Information and guidance specifically related to catch it bin it kill it posted in all classrooms and office areas.	✓		
Social Distancing	H	Staff keep at a distance of 2 metres from students and other adults.	✓	<p>Where practical this is not possible on corridors etc (when transient)</p> <p>General social distancing signs around school and sanctions linked to behaviour policy</p>	M
		Students are encouraged to maintain their distance from each other.	✓		

	Students are kept in identified groups, 'bubbles' and each group, 'bubble', is kept separate from other groups in school wherever possible.	✓	<p>This is not fully possible due to timetabling so students sanitise on way in to class and any resources are cleaned between bubbles per school/dept procedures</p> <p>See above, most social spaces except lunch spaces are closed off to avoid mixing</p> <p>All completed</p> <p>Use of escape pods and 1 way movement as much as possible via outside to minimise risk</p> <p>Flexibility provided, to allow Y7 and Y8 to finish earlier only</p> <p>General social distancing signage in place</p> <p>Marked teaching boxes in place</p> <p>Max Occupancy and social distancing markings and seating in place</p> <p>All students will continue to exit building using outside pods and then re-enter on ground floor at identified points to reduce contact on corridors</p>	M
	Where possible teaching spaces are used by only one bubble in any one day – where this is not possible limit as much as practically possible	✓		
	Reduction of interaction between 'bubbles', and sharing of social spaces and classrooms is limited as much as possible	✓		
	Where possible classroom furniture is re-arranged so all desks are front facing and to ensure staff are kept 2 metres from students. Students in school need to sit at separate desks at least two metres apart.	✓		
	Movement of classes and groups is limited and phased/staggered to reduce number of people on corridors at any one time	✓		
	If close contact with students is unavoidable this is limited as much as possible.	✓		
	Staggered entrance arrangement and finish times to the school day			
	Staggered lunches for each year group and identified outside space for each separate group to use at social times.	✓		
	Staff avoid close face to face contact and minimise time spent within 1 metre of anyone	✓		
	Appropriate signage is in place encouraging all building occupants to observe social distancing procedures	✓		
	Teachers remain at the front of class whilst delivering remote live lessons whilst other students are in the room	✓		
	System in place to limit staff using toilets at any time to one	✓		
	System in place to limit staff using kitchenette areas to one	✓		
	Staff social areas numbers limited to maintain social distance, furniture rearranged and strict hygiene measures observed	✓		
	Ventilation is sufficient in all work spaces	✓		
	Adoption of one way system in circulation areas	✓		

PPE – face coverings	H	Face coverings worn in all circulation and communal areas by all students, staff and visitors	✓	These are to be in line with Public Health Sheffield stated they support schools in Sheffield in keeping face coverings. Notices in key locations around school and on website	L	
		Teachers teaching within their 2m box at the front of the classroom do not wear a visor or mask, if circulating around the room a mask is to be worn.	✓			
		Do not need to be worn in staff members own offices, however individuals can choose to if they prefer	✓			
		Information provided to all parents and staff about provision and wearing of face coverings	✓			Communications issued out to parents and on website
		Guidance provided and posted around school on safe wearing and removal of face coverings.	✓			Notices in key locations around school and on website
		Procedure in place for disposal of worn face coverings and those dropped in the school building or on the school grounds.	✓			
		Small contingency supply of face coverings held in school for any student who loses and forgets theirs or has difficulty providing their own – school level sanctions and parental contact where behaviour issue	✓			Stock includes reusable and non reusable face coverings
		Guidance followed around those individuals who are exempt from wearing face coverings	✓			Passes and yellow lanyards provided so students can display these as proof
Visitors/parents – transmission of virus	H	No visitors allowed on the school site if they are displaying symptoms of covid-19	✓	Covered in house where possible and use from C19 secure agencies only	L	
		Minimisation of number of visitors needed in school including supply teachers and peripatetic music teachers	✓			
		Guidance provided to all visitors regarding social distancing and hygiene.	✓			Essential visitor signage and agreed appointments only, reception will manage numbers signing in at any one time and provide sanitising facilities
		Clear demarcation area is in place around reception to maintain social distancing	✓			
		Screen or barrier is in place to protect reception/office staff	✓			
		Ensure there is sufficient space between visitors entering and exiting site – one in one out system	✓			
		Office staff sign visitors in and out – no pen provided to visitors to sign themselves in	✓			
		Regular cleaning and disinfection of common areas such as waiting area, meeting rooms and visitor toilets. Including any intercom systems	✓			VFM to continue

		Systems in place to monitor who is and who should be on site and deal with those arriving at site	✓	Posters with instructions in place in reception	L
		Appropriate information provided to parents about any change to visitor protocols	✓		
		Clear signage on display in reception areas to guide visitors about where to go and what to do	✓		
		Meetings to be conducted over conference calling or online where possible and only essential in person onsite meetings to be conducted with social safe distancing measures in place. (Includes Governor meetings)	✓		
Contractors – transmission of virus	H	Contractor visits to site scheduled outside of school hours where possible.	✓	Managed via VFM procedures with separate access point	L
		Contractors maintain social distance of at least 2 metres from colleagues and school staff and students	✓		
		Contractors wash or sanitise their hands upon entering and leaving the site	✓		
		Contractors reminded to wash or sanitise their hands at regular intervals whilst on site	✓		
		All areas visited by contractors are thoroughly cleaned following the completion of any work	✓		
Transport to and from school – buses/public transport	H	Students and staff encouraged to walk or cycle to school	✓	Park & Stride issued and on Website, bike stores available – later start time so bus travellers avoid rush hour buses	M
		Students and staff told to ensure they follow guidance at all times whilst on any form of transport	✓		
		Students discouraged from eating or drinking whilst on transport	✓		
		Arrival/departure times of dedicated school buses staggered where possible	✓		
		Where possible mixing of student groups, 'bubbles' on dedicated school buses avoided – students encouraged to sit with their 'bubble'	n/a	HIU to manage dedicated transport arrangements via SCC	
		Distancing maximised within vehicles	✓		
		Students advised to use hand sanitiser used upon boarding/disembarking	✓		
		Additional cleaning of vehicles in place on dedicated transport	✓		

		System in place to organise queuing and boarding on school premises	✓	after each use.	
		Students advised to where face coverings whilst on transport	✓		
		System in place to safely dispose of face coverings when students arrive in school	✓		
Teaching and Learning - general		Students are taught with other students within their identified group, 'bubble'.	✓		
		Students and staff to have their own stationary – not shared with or borrowed from others.	✓		
		Contact between bubbles is minimised and avoided where possible – including lesson change, break and lunch	✓	Staggered lunch breaks and one way system for hallways.	
		Classrooms resources (books) are shared within bubbles (where possible) and cleaned regularly	✓		
	H	<p>Practical subjects for students in school- Teachers will use their professional judgement and adapt their lessons to ensure the following:</p> <ul style="list-style-type: none"> • Science, D&T, Food and Art – practical's are limited and undertaken under specific guidance • PE – prioritisation of outdoor lessons, no contact sport, no catching, teacher to wipe any equipment used at the end of lesson, or leave 48 hours. Some sports undertaken closely following specific body advice • Performing Arts – no contact, following specific guidance for equipment and each specific performance type • Music –no contact and no singing shouting or prolonged periods of loud speaking. No sharing of equipment and pupils clean where possible. 	✓	Practical subjects have in place clear documented protocols for managing the risks during Covid that comply with current DfE guidance and school expectations. Protocols are communicated to staff/students to ensure they understand expectations.	L
		Equipment shared between 'bubbles' (sport, science, technology, art) is cleaned between each bubble use or rotated.	✓		
		If equipment cannot be cleaned it is left for 48 hours (72 hours plastics) between use by different bubbles.	✓		
		Phased entry and exit into and out of rooms – staggered departure from classrooms	✓		

		Soft furnishings and/or equipment/resources not required are removed and stored away or identified “do not use”	✓	Posters around school to inform and encourage		
		Tissues provided in all rooms used and students encouraged to use them. Catch it, bin it, kill it.	✓			
		Teachers remain at the front of class during lessons with a 2m distance and do not circulate – marked zone Small classrooms where this is not possible either screened or each teacher using the room is provided with a visor for use only in these identified rooms.	✓			
		Appropriate signage is displayed in all rooms to encourage personal hygiene	✓			
		Staff encouraged to wash or sanitise their hands after handling any student work	✓			
		The rotation of staff is reduced as much as possible to limit staff exposure to multiple students/groups.	✓			
		Good ventilation is maintained in all teaching spaces	✓			Windows and doors kept open
		Systems in place to facilitate remote teaching and learning in the case of targeted, local or national lockdown or student groups self isolating	✓			Full guidance, training and support has been provided to all teaching staff. Ongoing reviews and any updates communicated accordingly.
Teaching and learning – specific – music (For students in school following timetables)	H	Music played, particularly in back ground kept at a level to reduce need for teacher to raise voice	✓	Dept responsible for ensuring cleaning between uses takes place	M	
		Microphones used, if possible, to reduce need for shouting or prolonged periods of loud speaking	✓			
		Microphones are not shared – where unavoidable equipment should be disinfected regularly	✓			

		Any planned performances only done following guidance provided by government guidance	✓	No current planned performances. Any performance to be approved by all SLT members before any arrangements made. Use of peris limited due to rooms available, where not practical advised to undertake lesson remotely or virtually Refer to dept specific protocols Teacher to ensure have sufficient supply or put up on white board to avoid sharing or clean between bubbles. Music dept to ensure any instruments are cleaned between uses or left 48/72 hours		
		Number of peri teachers attending site minimised	✓			
		Guidance issued to peri teachers on site specific controls in place for visitors	✓			
		Peri teachers maintain social distance at all times when undertaking lessons with students – no physical contact	✓			
		Additional measures in place for teaching wind instruments and singing	✓			
		Singing and playing of wind instruments not to take place in large groups e.g. choirs and ensembles – without sufficient space and ventilation and strict social distancing	✓			
		Students to sit back to back or side by side when playing or singing	✓			
		Wind and brass instrument players positioned so that they do not blow towards other players	✓			
		Sharing of instruments, scores, parts and scripts and other equipment is avoided or limited as much as possible	✓			
		Instruments cleaned by students playing them, where possible	✓			
Teaching and learning – specific – practical subjects (For students in school following timetables)	H	Students taught in their 'bubbles'	✓	Students sitting opposite each other is minimised where possible Sanitiser is provided before lessons and hand washing built in to end of lesson routines	M	
		Teachers to remain socially distant from students at all times	✓			
		Assessment done on maximum seating capacity in practical teaching rooms	✓			
		Sufficient distance at front of classrooms for teacher to maintain social distancing	✓			
		Good ventilation in the classroom maintained at all times – natural or air con	✓			
		Staff and students wash hands before and after handling equipment	✓			

		Hand sanitiser provided should be non-alcohol based	✓		
		Movement in rooms is limited – practical activity done at students workstation	✓		
		Food – procedure in place for limiting movement to and from fridges	✓		
		Teacher has own set of equipment for demonstrations – not borrowed from a student set	✓		
		Demonstrations done by teacher at front of room – use of visualisers or similar so that students do not crowd round	✓		
		All equipment used during a practical lesson cleaned or quarantined for period of 72 hours	✓		
		Machines and fixed equipment is cleaned after each practical lesson	✓		
		Sharing of materials between bubbles is limited as much as possible – where it is shared materials are to be cleaned or quarantined for 72 hours	✓		
		Clear process in place for quarantining equipment – keeping track of timescales for eat type or set	✓	Year bubble boxes are used by practical depts.	
		Emergency PPE pack prepared for each room containing: gloves, fluid resistant face mask, disposable apron, plastic bags	✓		
		Social distancing in prep rooms to be maintained at all times – numbers limited if rooms are small	✓	Door signs to confirm numbers is displayed	
		Safety goggles quarantined for 72 hours after use or sanitised in a Milton liquid solution following use instructions	✓		
		Students to wash hands prior to putting on eye protections	✓		
		Staff issued with own set of PEE and not shared between students and or other staff	✓	HoD control PPE and collect if additional supplies from reception, if needed	
Dining Room – lunchtimes – transmissions of the virus	H	Lunchtimes staggered to avoid congestion	✓	3 x 0.5 hr periods to minimise contact Period 3. 3A, 3B & 3C	
		Furniture spread out in dining to maximise space between those eating	✓		
		Food and drink only to be consumed in designated areas	✓	Restaurant, street area, and Hall - year groups with 2M segregation between bubbles	L


		Food and drink not shared by both students and staff	✓		
		Surfaces (eg tables) in dining room are cleaned between uses by different student bubbles.	✓	Per Taylor Shaw RA and protocols	
		Food preparation is done in line with food standards and guidance	✓	Per Taylor Shaw RA and protocols	
		All catering staff wear gloves at all times whilst preparing food	✓	Per Taylor Shaw RA and protocols	
		Number of people at serving areas is limited to ensure social distancing is observed	✓	Per Taylor Shaw RA and protocols	
		Serving areas are protected against contamination	✓	Per Taylor Shaw RA and protocols	
		Tills and finger print readers are cleaned between bubbles/sitting – students wash or sanitise their hands prior to paying using their finger	✓	Per Taylor Shaw RA and protocols	
		Till areas and staff at till areas are protected	✓		
		Trays either single use or removed	✓	Per Taylor Shaw RA and protocols	
		Vending and water machines are turned off and decommissioned	✓		
		Cash loading machines for dinner monies turned off and decommissioned – communication to students and parents to load electronically or use pay points	✓	Machines taped up and Weduc regarding school cashless sent to all parents July 2020	
Administering first aid and medicines	H	If lower staff levels – it is ensured that sufficient first aid cover is provided at all times	✓	2 other staff members are due to complete 3 day first aid training in May 21, to increase capacity	
		PPE is available for all staff who administer first aid – where close contact with a student is necessary	✓	Where intimate or close contact care to be provided staff are informed to wear PPE available for all times during the contact	
		PPE available - gloves, aprons, masks and face shields	✓		
		Staff have been trained in putting on and taking off PPE	✓	Posters also around school to remind staff	L
		Staff ensure they wash their hands after administering first aid	✓		
		Medical room and/or affected area of school is cleaned upon completion	✓	Fogging machine now purchased for easy cleaning	
		Waste and PPE is double bagged prior being disposed of and put in clinical or external waste	✓		

		If multiple students need medication at similar times – staggering times of arrival should be implemented	✓	Extra 2 medical rooms on stand by to be used if needed	
		If staff are to provide intimate care appropriate PPE worn at all times	✓		
Home visits	H	Home visits are only undertaken if absolutely necessary	✓		L
		Staff use their own vehicle to get to destination – cars are not shared	✓		
		Protocol in place to maintain social distancing during visits – knock on door and step back (2m)	✓		
		Meeting and conversation to take place outside house or through window	✓		
		Under no circumstances do staff enter student’s homes	✓		
		Lone working procedures adhered to at all times whilst on home visit	✓		
Emergency Evacuations	H	Sufficient staffing is available to conduct a full, safe evacuation of the premises	✓	Where fire warden is not available these areas will be deemed priority upon arrival of fire service Risk is lower when transient and or outside Addendum to Fire Strategy Sept 2020 refers Addendum to Fire Strategy Sept 2020 refers	M
		Staff maintain social distance of 2m at all times whilst evacuating from the building	✓		
		Changes to assembly points have been made to ensure student bubbles line up together without coming into contact with other student bubbles.	✓		
		Phased returns to the building are co-ordinated to student groups remain separate.	✓		
		Any changes to usual emergency evacuation procedures have been communicated to staff and students – especially changes to assembly locations	✓		
		Upon re-entry to the building all occupants wash or sanitise their hands	✓		
		Termly practice fire evacuation – consider alternatives to full evacuation – for example, by year group/ bubble walk through, demonstrate the bell in assembly or at a set time	✓		

Deliveries	H	Companies are informed of changes to delivery protocols upon placement of any order	✓	Requirements on all POs issued		
		Drivers wash or sanitise their hands before unloading goods and material	✓			
		School staff do not approach delivery drivers	✓			
		Delivered items are left in a safe, secure area	✓			
		Staff do not sign for deliveries	✓			
		Staff members wash or sanitise their hands after handling deliveries	✓			
		Deliveries are kept to a minimum	✓			
Possible case of covid-19 -	H	Information provided to all staff and parents regarding what to do if they suspect they themselves or someone they have been in contact with has the virus	✓	Communications issued and guidance on website	L	
		Information given to staff about what symptoms to look out for	✓			
		Any member of staff or student displaying symptoms should be sent home immediately	✓			
		Provision to place anyone with symptoms awaiting collection in a well-ventilated room to isolate them from others – assess if supervision is required	✓			
		Government advice followed for students or staff who need to self-isolate or shield	✓			
		All areas where a person who has displayed symptoms is appropriately cleaned	✓			
		Procedures in place for contacting Public Health England when required	✓			All contact via Head of School
		Guidance provided to staff and parents about tests and self isolation.	✓			
		Records kept of students and staff who have shown symptoms or have had contact with those who have displayed symptoms	✓			Information collected via pastoral relevant related process followed
Attendance – students not coming into school		All students expected to come into school unless isolating or ill	✓	Procedures are in place with the		

		Procedures in place for recording absence and specific coding in place for coronavirus	✓	attendance team	
		Communication of clear and consistent expectations to parents for attendance at school and remotely.	✓		
Behaviour – expectations and conflict management	H	Behaviour policy reviewed and updated with clear expectations around covid controls	✓	Addendum to policy has been shared with staff and students	M
		Clear consequences set out for deliberately breaking covid rules	✓		
		Clear communication to staff, students and parents on expectations linked to covid rules	✓		
		Additional support provided to those students struggling with returning to school or the new requirements on them	✓	Robust wellbeing programme in place with student support	
Staff availability	H	Assessment of which staff are available conducted – list of extremely clinically vulnerable, pregnant (3 rd trimester) maintained by HR for cover (Government advice followed)	✓	Staffing needs and availability closely monitored by HoS	M
		Ensure sufficient staff available to maintain staff/student ratios	✓	Monitored daily by HoS	
		Where clinically vulnerable staff can work from home they do so and where this is not possible they are absent on full pay (Government advice followed)	✓	Communicated and details in staff handbook Individual support provided where needed, agreed with HR / BSSM / HoS To work to SLT agreed standards	
		Staff aware of absence reporting procedure	✓		
		Support provided to those employees who may be anxious about working in school	✓		
		Assessment of critical minimum staffing level completed – first aid and admin support plus teaching provision	✓		
		Individual assessments conducted for groups of staff in higher risk groups (vulnerable, pregnant, BAME, clinically obese – per government advice/list) – staff encouraged to self-identify	✓		
Business services staff – office based	H	Office furniture is re-arranged to ensure: <ul style="list-style-type: none"> • each workspace is 2m+ • screens placed between facing desks where offices cannot be rearranged staff are re-located in school or work on home rota basis	✓	A combination of screens, maximum occupancy levels and rotas will be used to minimise risk to office based staff as required	L

		Workspaces and IT not shared where possible, where they are they are identified and cleaned at the end/start of the day	✓		
		Hand sanitiser used before and after using shared printing MFD devices	✓		
Testing	H	Staff issued with a home self testing kit – record of distribution is kept	✓	Collected from reception by staff. Students are provided with tests kits in form time. Log of distribution of test kits managed by reception team along with BSSM	L
		Students to be issued with a home self testing kit – record of distribution is kept	✓		
		System in place to ensure that students are tested three times on site within first two weeks after starting back at school	✓	Completed	
		Procedures in place for test administration and recording	✓	DFE Information and guidance also to be provided to parents of option and how to order test kits directly	
		System in place for dealing with any student who tests positive	✓		
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed before controls implemented and once in place - Assessment is of the likelihood and impact of risk (e.g. injury, damage etc).					

Other Hazards Identified		Additional Control Measures to be Put in Place			
Any other foreseeable hazards (not identified above) that are associated with the activities being carried out to be listed here.		Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below: Review again before February 21 half term, in preparation for further pupils potentially coming back into school. To be done in conjunction with Department of Education guidance at that time.			
Date of Assessment:	05.03.21	Carried out by:	KELLY PARDOE	Signature:	
Date of next review:	16.04.21	Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> • Health & Safety Policy • Coronavirus Operating Procedures • Site Management Handbook • Lone Working Procedures 				